

State Of California  
Commission On Teacher Credentialing

1900 Capitol Avenue  
Sacramento, CA 95811-4213  
(888) 921-2682  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DESIGNATED SUBJECTS ADULT EDUCATION TEACHING CREDENTIALS

Based on AB 1374 - Issued on or after January 1, 2011

---

Effective January 1, 2011, Designated Subjects Adult Education Teaching Credentials may be issued to individuals who meet the requirements for either the preliminary or clear credential as outlined below. All applications must be submitted for processing through a Commission-approved program sponsor accredited under the adult education program standards approved in November 2010. The option of submitting applications through an employing school district will no longer be available for adult education credential applications with a requested **issue** date of January 1, 2011 or later. See the Commission website for a list of [Commission-approved program sponsors](#).

### Authorization

The Preliminary or Clear Designated Subjects Adult Education Teaching Credential authorizes the holder to teach the subjects named on the credential in courses organized primarily for adults. In addition, the holder may serve as a substitute in courses organized primarily for adults for not more than 30 days for any one teacher during the school year. Designated Subjects Adult Education Teaching Credentials are issued to individuals who meet the requirements listed below and are recommended by a [Commission-approved program sponsor](#).

### Requirements for the Preliminary Credential

1. Three years of experience and/or education directly related to each subject to be named on the credential. (see *Terms and Definitions* for information regarding the experience requirement for general subjects or the section *ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL* for information regarding the education requirement for academic subjects)
2. High school diploma requirement by one of the following methods:
  - a. High school diploma
  - b. Diploma based on passage of the GED Test
  - c. Foreign equivalent of a high school diploma
3. Satisfy the [basic skills requirement](#). See Commission program leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Applicants for the Adult Credential in *general subjects* (see chart later in this leaflet) are exempt from the basic skills requirement.
4. Verification, signed by the Commission-approved program sponsor, that the applicant has been apprised of the requirements for both the preliminary and clear credentials, including the requirements of the program of personalized preparation
5. Completed application ([form 41-4](#))
6. Completed LiveScan receipt ([41-LS](#)), verifying fingerprints have been taken and fees have been paid, unless fingerprint clearance is already on file at the Commission
7. Application [processing fee](#)
8. Recommendation by a [Commission-approved program sponsor](#)

## Period of Validity

The preliminary credential is valid for three years. The clear credential is valid for five years and must be renewed online every five-year renewal cycle. Once issued, there are no additional academic requirements to renew the clear credential.

## Requirements for the Clear Credential

Individuals must satisfy **all** of the following requirements:

1. Possess a valid California Preliminary Designated Subjects Adult Education Teaching Credential (three-year or five-year)
2. Commission-approved program of personalized preparation
3. Two years of successful teaching on the basis of the Preliminary Designated Subjects Adult Education Teaching Credential in the subject(s) listed on the credential. This is defined as teaching of a minimum of one course in each of four terms within the three-year period of validity of the preliminary adult education teaching credential
4. U.S. Constitution requirement by one of the following methods:
  - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution. Submit a photocopy of the course description for evaluation purposes.
  - b. Pass an examination in the provisions and principles of the U.S. Constitution given by a regionally-accredited college or university
5. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
6. Computer-based technology, including the uses of technology in educational settings
7. Completed application ([form 41-4](#))
8. Application [processing fee](#)
9. Recommendation by a [Commission-approved program sponsor](#)

## Transition from Full-Time/Part-Time Credentials

Holders of Life or Clear Designated Subjects Adult Education Teaching Credentials issued under previous regulations may choose to either maintain their documents or transition to adult education credentials issued under the provisions of AB 1374. Due to significant changes to the program standards and structure, the holder of a Life or Clear Designated Subjects Adult Education Teaching Credential issued under previous regulations may not qualify initially for the Clear Adult Education Teaching Credential under the new program standards and may be required to first obtain the Three-Year Preliminary Adult Education Teaching Credential.

Holders of Five-Year Preliminary (Full-Time or Part-Time) Adult Education Teaching Credentials may complete the renewal requirements on their documents or transition to an adult education credential issued under the provisions of AB 1374. Individuals who wish to transition to Three-Year Preliminary or Clear Adult Education Teaching Credentials issued via the provisions of AB 1374 should contact a Commission-approved program sponsor for assistance.

## TERMS AND DEFINITIONS

### *Experience*

Per Title 5, Section 80034(n), “experience” as it applies to Designated Subjects Adult Education Teaching Credentials means full-time or part-time experience directly related to the subject to be named on the credential.

Experience may be paid or not paid. No more than one year of experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1000 clock hours shall be the minimum required for each year of experience. Part-time experience may be cumulated to equate to the required 1000 clock hours of experience.

Verification of experience means written confirmation of the applicant's qualifying experience, signed by the applicant's past or present employer(s) on company letterhead that attests to and/or includes **all** of the following:

1. Employer's name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time (If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1–5 above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

Applicants for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area must have at least one year of actual work experience directly related to the subject to be named on the credential. At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential.

One year of teaching experience earned while holding a general education teaching credential may be accepted toward the three years of experience required to qualify for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area. Also, an advanced industry certificate may be accepted for one year of the three years of experience required to qualify for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area, as determined by a Commission-approved program sponsor.

Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

### ***Valid Preliminary Adult Education Teaching Credential***

For the purposes of the Designated Subjects Adult Education Teaching Credential, the term "valid" means that the holder met the requirements to have held the preliminary credential which afforded the individual the opportunity to gain the necessary experience and to complete academic requirements to earn the clear credential. It does not mean that the document must be active date-wise when applying for the clear credential.

**[Click here for Professional Preparation Programs](#) or visit the Commission web site @ [www.ctc.ca.gov](http://www.ctc.ca.gov).**

*Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80036, 80036.1, 80036.2, 80036.3, 80036.5, 80040.2, 80040.2.5, 80040.2.7, and 80567*

## GENERAL SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

The program sponsor may only recommend for Designated Subjects Adult Education Teaching Credentials in subjects that fall within the categories below.

### Personal Development

General Subjects (Subject To Be Named On The Credential)	Subsumed Non-Academic Subjects	
<i>Art</i>	Adaptive Art and Crafts (Adults with Disabilities) Arts and Crafts Creative Arts (Older Adults)	Decorative Arts Interior Design Performing Arts (Older Adults)
<i>Health and Safety</i>	Adaptive Physical Education (Adults with Disabilities) Cardiopulmonary Resuscitation First Aid Environmental Safety Health Education	Health (Older Adults) Health (Adults with Disabilities) Physical Fitness (Older Adults) Nutrition Physical Fitness/Conditioning Safety (Older Adults) Safety Education
<i>Family Education</i>	Adaptive Computer Technology (Adults with Disabilities) Childbirth Education Communication Skills Clothing Construction Dietetics/Food Management Food Preparation Family Management Home Management Human Development	Interior Design Nutrition Parent Education Public Affairs Self-Maintenance (Older Adults) Self-Maintenance (Adults with Disabilities)
<i>Financial Literacy</i>	Consumer Education	Retirement Planning

### Career Technical Education

General Subjects (Subject To Be Named On The Credential)	Subsumed Non-Academic Subjects	
<i>Agriculture and Natural Resources</i>	Agriculture	
<i>Arts, Media, and Entertainment</i>	Commercial Photography	
<i>Building Trades and Construction</i>	Building and Construction Trades	
<i>Education, Child Development, and Family Services</i>	American Sign Language Career Development	Language Interpreter
<i>Energy and Utilities</i>		
<i>Engineering and Design</i>		
<i>Fashion and Interior Design</i>		
<i>Finance and Business</i>	Bookkeeping and Accounting Business Management Financial Services	Information Processing/Keyboarding Office Occupations Small Business Ownership/Management
<i>Health Science and Medical Technology</i>	Health Occupations	Nursing
<i>Hospitality, Tourism, and Recreation</i>		

<i>Information Technology</i>	Computer Applications Computer Programming Computer Systems Operations Computer Technology	
<i>Manufacturing and Product Development</i>	Electronics Technology Industrial Technology	Marine Technology
<i>Marketing, Sales, and Service</i>	Marketing	Small Business Ownership/Management
<i>Public Service</i>	Cosmetology Court Reporting	Law Enforcement Occupations
<i>Transportation</i>	Aeronautics	

Requested subjects that do not appear above will be placed within an existing subject area, where appropriate. Additional subjects may be added in time to accommodate new or emerging subjects.

### ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

*The program sponsor may only recommend for Designated Subjects Adult Education Teaching Credentials in the academic subject areas below.*

<b>Academic Subjects</b> (Subject To Be Named On The Credential)	<b>Course Work Required</b>
<i>English as a Second Language</i>	A bachelor's degree or higher completed at a regionally-accredited college or university to include a degree major, certificate, or completion of 20 semester units or 10 upper division semester units in one or any combination of the following: Teaching English as a Second Language (TESL) Teaching English to Speakers of Other Languages (TESOL) Second Language Acquisition Language other than English Linguistics Bilingual/Bicultural studies
<i>Elementary and Secondary Basic Skills</i> (includes basic education in grades 1-8): <i>Arithmetic</i> <i>Reading</i> <i>Individualized high school learning lab/</i> <i>G.E.D./contract class settings</i> <i>Citizenship</i>	A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units with at least 3 units in four of the following six areas: English Mathematics Science Social Sciences Fine Arts Language other than English
<i>Individual Subjects</i> <i>A Language Other than English (specify)</i> <i>English</i> <i>Fine Arts</i> <i>Life Science, including General Science</i> <i>Mathematics</i> <i>Physical Science, incl. General Science</i> <i>Social Sciences</i>	A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.